

Personnel Action Entry Procedures

TRANSFERRING AN ACTIVE EMPLOYEE TO CLASSIFIED SERVICE WHEN THE POSITION WAS POSTED WITH A JOB REQUISITION IN eRecruit

This document is intended to provide users of the HCM 8.8 database with instructions on how to transfer an active employee into Classified service. Screen shots are provided to aid in ease of navigation through the process. In order to use this functionality, you must have access to the State of Vermont HCM web site, a valid user ID and a valid password. Users must first log into the PeopleSoft web site <http://hcm.per.state.vt.us/psp/HRPRD/?cmd=login> and then follow the detailed instructions below.

Friday after payday is first day to enter records for next pay period (pay period begin Sunday).

Unless otherwise notified, deadline for HCM record entry is Tuesday of a pay week at 4:25 p.m.

DO NOT transfer an active employee with a retroactive effective date (dates that occurred before the pay period you are entering records for) until the Monday of pay week. This request is based on the fact these records will cause issues with the post production transfer of data from North American Payroll to Finance.

- ✓ Check the position for accuracy.

Navigate to **Organizational Development> Position Management> Maintain Positions/Budgets> Add/Update Position Info**. Type in position number and search.

Things to verify in Position Management prior to processing the new hire transaction:

- ✓ Is the schedule set up correctly in the position? Check the full or part-time status along with standard hours (**located on the Description page**) and FTE (**located on the Specific Information page**). See screen shots on following page.
- ✓ Ensure the three fields indicating full or part-time status accurately reflect the schedule this employee will work – **for example:** an employee working 20 hours per week would have an FTE of .50, standard hours of 20 and the status would be part-time. However, in a job share situation the position would appear as full-time and each employee would appear as part-time in their specific Job Data records.

Personnel Action Entry Procedures

PeopleSoft®

Menu

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Description | **Specific Information** | Budget and Incumbents

Find | View All | First | 1 of 1 | Last

Position Information

Position Number: 740002

Headcount Status: Filled

Current Head Count: 1 out of 1

*Effective Date: 06/13/2004

*Status: Active

Reason: XFR Transfer Location Change GUC

Action Date: 06/12/2004

*Position Status: Approved

Status Date: 06/13/2004

☐ Key Position

Job Information

*Business Unit: STATE The State of Vermont

Manager Level: Non-Manager

Job Code: 027100 Public Health Analyst III

Barg Unit 01

Mgt Level N

OT Category 18

*Reg/Temp: Classified

Pos Type 01

Temp Type

*Full/Part Time: Full-Time

Benefit VT

*Regular Shift: N/A

LimExp Dt

Union Code:

Title: Public Health Analyst III

Short Title: Public Hea

[Detailed Position Description](#)

Work Location

*Reg Region: USA United States

Department: 74306 Health/HS/Research & Statistic

Company: VT State of Vermont

Location: 05401 Burlington

On the Description page

- ✓ Is the overtime category correct for the pay grade?
- ✓ Is the Reg/Temp field set to the correct position type? Exempt, Classified, Temporary, etc?
- ✓ Is the GUC (department field) correct?
- ✓ Is the Location (zip code) correct?

If changes are required, see additional documentation regarding position updates to Governmental Unit Codes, standard hours etc.

If a correction or deletion of a record is required please contact HRIS.

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Description | Specific Information | Budget and Incumbents

Position Number: 740002

Headcount Status: Filled Current Head Count: 1 out of 1

Specific Information Find | View All First 1 of 1 Last

Effective Date: 06/13/2004 Status: Active

Job Profile ID: []

Max Head Count: 1

Mail Drop ID: []

Work Phone: []

Health Certificate: []

Signature Authority: []

Incumbents

- ☐ Update Incumbents
- ☐ Include Salary Plan/Grade
- ☒ Budgeted Position
- ☐ Confidential Position
- ☐ Job Sharing Permitted

Education and Government

Position Pool ID: []

*Pre-Encumbrance Indicator: Immediate

*Encumber Salary Option: Salary Step

*Classified Indicator: Classified

Calc Group (Flex Service): []

Academic Rank: []

FTE: 1.000000 ☒ Adds to FTE Actual Count

US Federal

- ✓ Also ensure the Adds to FTE Actual Count box is checked on the Specific Information request. The FTE box is checked whether the position is full or part-time.

After reviewing the position for accuracy, navigate to **Recruiting > Identify/Process Applicants > Track Applicant Activity** and search for the applicant using Applicant ID or Name.

Once you select the applicant, you may receive a list of Application Dates associated with this individual. The job requisition is located under the date the applicant actually applied to the job requisition.

Navigate by clicking on the Application Date until you find the appropriate job requisition before you proceed.

Personnel Action Entry Procedures

The screenshot shows a web browser window titled "Track Applicant Activity - Windows Internet Explorer". The address bar displays the URL: [http://hcm.per.state.vt.us/psp/HRPRD/EMPLOYEE/HRMS/c/RECRUIT_WORKFORCE_\(GBL\).APP_ACTIVITY.GBL](http://hcm.per.state.vt.us/psp/HRPRD/EMPLOYEE/HRMS/c/RECRUIT_WORKFORCE_(GBL).APP_ACTIVITY.GBL). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The PeopleSoft logo is visible in the top left corner of the page. A navigation menu on the left lists various HR functions, with "Track Applicant Activity" selected. The main content area is titled "Track Applicant Activity" and includes a search form. The form has a tab labeled "Find an Existing Value". It contains several input fields with dropdown menus for selection: "Applicant ID" (begin with), "Application Date" (=), "Name" (begin with), "Last Name" (begin with or Last Name here), "Alternate Character Name" (begin with), "Applicant Status" (=), "Status Code" (begin with), and "EmplID" (begin with or empl ID). There is also a "Case Sensitive" checkbox. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The Windows taskbar at the bottom shows the Start button and several open applications: Snagit/32, Track Applicant..., Inbox - Microsoft..., K:\HCM Training..., Hiring a New Emp..., and Shelley's Personn... The system clock shows 2:33 PM.

There are times when the applicant applied for more than one job on the same day. It will become apparent when you are in an Application Date for a particular employee. The Job Requisition bar will include 1 of 2 (or more).

If the applicant has applied to multiple jobs on one effective date you can 'view all' to see each requisition applied to for that particular date. You do so by clicking the 'view all' link which will be available on the Job Requisitions bar.

Using 'view all' will allow you to see multiple job requisitions for the same application date.

Once you have identified the appropriate job requisition for the applicant, click the arrow in the **Disposition** box and select the choice of **080-Ready to Hire** (do not change the status date). Tab out and click **Save**. See the following page for screen shot.

Personnel Action Entry Procedures

Menu

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Applicant Activity

Requisitions [Interview Schedules](#) [Interview Results](#) [Offers](#) [Expenses](#)

Job Requisitions Find | View All First 1 of 4 Last

Job Req #: [20048](#) **Requisition Status:** 050-Route

Position: 750905 Administra **Business Unit:** STATE DEFBU

Job Code: 050100 Administra **Department:** 75615 DCF/Reside

[Requisition Activity](#) [Referral Source](#)

Disposition

Status Date: 10/08/2004

Letter:

Date Letter Printed:

***Disposition:** 050-Route

Reason:

- 050-Route
- 060-Interview
- 069-Preliminary Offer Decided
- 070-Offer
- 073-Request Wrks Cncl Approval
- 075-Preliminary Offer Notified
- 076-Preliminary Offer Accepted
- 077-Preliminary Offer Rejected
- 078-Hire Decided
- 080-Ready to Hire**
- 090-Hired

Setting the applicant 080 – Ready to Hire will bring Position Management data forward into Workforce Administration once the Transfer/INT record is saved.

- To recap – you have reviewed Position Management and set the applicant 080-Ready to Hire. Verifying the accuracy of data will reduce the number of errors with this transaction.

Personnel Action Entry Procedures

TRANSFER TO CLASSIFIED SERVICE

Navigate to **Workforce Administration >Job Information >Job Data** and search for the applicant using Applicant ID or Name.

This will take you to the **Work Location Page**. Once there, add a new record by clicking the plus (+) sign on the right side of the page.

Enter the effective date of the transfer to Classified service (MUST be the first day of a pay period – Sunday) **DO NOT transfer an active employee with a retroactive effective date** (dates that occurred before the pay period you are entering records for) until the Monday of pay week. This request is based on the fact these records will cause issues with the post production transfer of data from North American Payroll to Finance.

Tab to Action and choose Transfer

Tab to Reason and choose INT – Internal Recruitment

The system will display the **Job Req** button to the right of the action and reason code fields. Click the yellow Job Req button. If the applicant record was properly set to **080 Ready to hire** on the job requisition, the Search Results will list the correct job requisition. Select the correct job requisition.

Once inside the job req button you will choose the Job Req. When you return to the **Work Location** page you will note that position information has already populated. Again, this data came forward from the data located in **Position Management**. This is why it is vital to review Position Management prior to processing the Transfer transaction through eRecruit.

Personnel Action Entry Procedures

Job Data - Windows Internet Explorer

http://hcm.per.state.vt.us/psp/HRPRD/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_GBL.JOB_DATA.GBL

File Edit View Favorites Tools Help

Job Data

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Employee Status: Active

*Effective Date: 02/18/2007 Effective Sequence: 2 Approve Action? ☒ Job Indicator: Primary Job

Action / Reason: Transfer INT Internal Recruitment Job Requisition Misc. Amt

Position Number: 360009 Pub Serv Engr-Electrical Position Entry Date: 02/18/2007

Override Position Data ☐ Position Management Record

Regulatory Region: USA United States Current

Company: VT State of Vermont

Business Unit: STATE The State of Vermont

Department: 36010 Public Serv Dept/Engineering Department Entry Date: 02/18/2007

Location: 05602 Montpelier

Supervisor ID:

Reports To:

ID:

Establishment ID: VT State of Vermont

Job Data Employment Data Benefits Program Participation

Save Return to Search Update/Display Include History Correct History

start Snagit/32 Inbox - Microsoft Out... Job Data - Windows I... Hiring Internal Applic... 11:38 AM

Before saving, verify data on the Job Information page is as you expect it.

Verify that Job Indicator is set to “Primary” (for additional information concerning Primary/Secondary jobs, see Assign Additional Job)

Verify Position Number, Department (GUC) and Location (zip code)

On the Job Fields (VT) page

- Delete any comments from the previous record

Now **save** the Transfer/INT record.

You have now completed the process of either closing the job requisition or reducing the target openings on your job requisition in eRecruit. In addition, if this was a job requisition with only one target opening, saving this record changed the status of all other applicants on the Job Requisition to **110-NoHire** (not hired). Providing there was only one job opening, the requisition will no longer show on your list of existing job requisitions under Maintain Requisition Activity.

NEXT

Personnel Action Entry Procedures

You are still in the navigation **Workforce Administration >Job Information >Job Data**

On the Work Location page

Add a second record by clicking the plus (+) sign on the right side of the Work Location page.

- Enter Effective Date (1st day of current pay period). Same date as the Transfer/INT record
- Tab to Effective Sequence and enter 1

Tab to action and choose Transfer

Tab to Reason and choose CLS – To Classified Service

Example of Overriding Position Data

There are times when an employee's record does not match Position Management. Job share situations are an example. Another example would be when an employee is working an approved alternate work schedule.

If there is a need to override data located in Position Management – you will use the yellow Override Position Data button located on the Work Location page just below the position number to open the fields associated with the position. This override is used to manually change data specific to the employee only. **Please note**, you must leave the employee's job data in override or position data will come forward from Position Management defaulting all data back to what appears there (**including the hiring step associated with this particular job code as well as the hourly rate**).

In the case of an approved alternate work schedule you would change the Work Schedule on the Job Information page and the Overtime Category on the Payroll page. You would also include a comment regarding the alternate schedule on the Job Fields(VT) page.

Personnel Action Entry Procedures

The top screenshot displays the 'Job Information' tab in the PeopleSoft system. It includes fields for Effective Date (07/12/2007), Effective Sequence (0), Job Indicator (Primary Job), and Action / Reason (Hire). Other fields include Job Code (091000), Supervisor Level, Regular/Temporary (Classified), Empl Class, Regular Shift (N/A), Standard Hours (40.00), Work Period (W), Contract Number, Contract Type, Provisional Status (N), Permanent Status (Y), Work Schedule (699), and Daily Hour Limit (10.00). The bottom screenshot displays the 'Payroll' tab, showing Payroll System (Payroll for North America), Pay Group (330), Employee Type (H), Tax Location Code, GL Pay Type, Account Code, Management Level (N), Bargain Unit (01), Pay Code (A), Position Type (01), Non-Manager, OT Category (19), and Temp Type.

In the example of an overtime category change based on an employee working more than 8 hours in a day. This type of change is made only in the employee's job data. To receive approval you would submit a request and receive an approved category from the Labor Relations division of the Department of Human Resources before changing this data.

On the Job Fields (VT) page

The system will not automatically place a transferred employee in a six-month original probation. Therefore, you will enter a third record but not yet.

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Depending on the specific circumstances of this new hire, you may want to enter a Limited or Interim Y with an end date if appropriate.

Enter comments (if any) – for instance, alternate schedules, hire-into-range with a DHR approval date, job-share, etc.

Enter Fund & Program codes (if used)

This page also includes a field titled 'Hrs per Yr:'.

There are approximately 38 position titles that include hours per year greater than 2080. Those positions are mainly located with ANR, Military, DPS and Woodside. In most cases, this number will be 2080. If in doubt, contact the Labor Relations or HRIS division of the Department of Human Resources for additional information. Only change the data if the hours worked are greater than 2080.

The screenshot displays the 'Hire' page in the PeopleSoft HRMS system. The browser window is titled 'Hire - Windows Internet Explorer' and shows the URL 'http://hcm.per.state.vt.us/pspp/HRPRD/EMPLOYEE/HRMS/c/RECRUIT_WORKFORCE_GBL.ER_APP_HIRE_LAUNCH.GBL'. The page features a 'Menu' on the left with options like 'My Favorites', 'Recruiting', 'Job Requisitions/Postings', 'Interview Applicants', and 'Hire Applicants'. The main content area is titled 'Hire' and includes a 'Scroll Area' with the following fields: 'Effective Date' (07/09/2007), 'Current' (checked), 'Effective Sequence' (0), 'Action/Reason' (Hire), 'New Appointment' (checked), 'Limited?/End Date' (N), 'On Warn/PPR?/End Date' (N), 'Interim?/End Date' (N), 'Prob Type/End Date' (NOT), 'Comment' (text area), 'Sick Leave Neg?' (N), 'Hrs per Yr' (2080.00), 'Leave Status' (dropdown), 'Fund Code' (text box), and 'Program Code' (text box). The bottom of the page has tabs for 'Personal Data', 'Job Data', 'Employment Data', and 'Benefits Program Participation'.

On the Job Information page (screen shot on following page)

Again, notice that most of the fields on this page are already populated – this data came forward from Position Management.

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However, in the examples given previously – the Job Information page would require changes if an employee is part-time but the position is full-time (the job-share situation). In the example of a job share, you would change the Full-time to Part-time and adjust the Standard Hours and FTE to match the employee's schedule. You would use the Override Position Data button on the Work Location page to make these fields of data available for override. **Please note**, you must leave the employee's job data in override or position data will come forward from Position Management defaulting all data back to what appears there (including the hiring step associated with this particular job code as well as the hourly rate).

The screenshot shows the PeopleSoft Job Information page for a new hire. The page is titled "Job Information" and includes tabs for Applicant, Work Location, Job Fields (VT), Job Information, Payroll, Salary Plan, and Compensation. The "Job Information" tab is active, showing fields for Effective Date (07/11/2007), Effective Sequence (0), Job Indicator (Primary Job), and Empl ID (NEW). The "Action / Reason" is set to "Hire". The "Job Code" is 091000, and the "Entry Date" is 07/11/2007. The "Supervisor Level" is set to "Classified". The "Regular/Temporary" field is set to "Classified". The "Full/Part" field is set to "Full-Time". The "Empl Class" is set to "N/A". The "Regular Shift" is set to "N/A". The "Standard Hours" is 40.00. The "Work Period" is set to "W" (Weekly). The "Contract Number" is empty, and the "Contract Type" is set to "Classified". The "Provisional Status" is "N" (No), and the "Permanent Status" is "Y" (Yes). The "Work Schedule" is 121, and the "Daily Hour Limit" is 8.00. The "FLSA Status" is "Nonexempt", and the "EEO Class" is "None". The "Work Day Hours" is empty. The page includes a "Save" button and a "Previous tab" button.

- Verify Job Code
- Verify the Regular/Temporary field reads correctly
- Verify Full/Part, Standard Hours and FTE are accurate
- Check Permanent Status (Y for Classified, N for temp, contractual)
- Check Work Schedule (121, 699 or 300)

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- Verify Daily Hour Limit and Work Schedule
- Do nothing with the FLSA Status, EEO Class or Work Day Hours.

On the Payroll page (screen shot on following page)

- Verify Pay Group
- Enter Tax Location Code (usually the same as Location from the Work Location page)
- **FICA Status is almost always Subject – do not change this field** to Exempt or Medicaid Only unless you have communicated with the Payroll division.
- **Management Level, Bargaining Unit, and Position Type** are fields that populate from Position Management and should not be changed by anyone other than a staff member from the Classification division of the Department of Human Resources. **Do not override this data.**
- **OT category** comes forward from Position Management
May require changing if this employee is in an approved alternate schedule **OR** is in a pay grade 23 or higher and is being allowed a cash/comp option for overtime compensation (in those cases the OT category would be 37 for pay grade 23 and category 38 for 24 or higher).
- If this employee is not working a full week or a full year you will want to choose the appropriate status from the dropdown menu on the Parttime field.

FP	Full Time / Part Year
PF	Part Time / Full Year
PP	Part Time / Part Year

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- Temp Type also comes forward from Position Management.
- Delete temp type if necessary

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Applicant | Work Location | Job Fields (VT) | Job Information | Payroll | Salary Plan | Compensation

EmplID: NEW Empl Rcd#: 0

Payroll Info Find First 1 of 1 Last

Effective Date: 07/11/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire Current

*Payroll System: Payroll for North America

Payroll for North America

Pay Group: 33D Department of Public Safety Holiday Schedule: NONE

Employee Type: H Hourly

Tax Location Code: FICA Status: Subject

GL Pay Type:

Account Code:

Management Level: N Non-Manager Pay Code: A Position Type: 01 Non-Manager OT Category: 11

*Barg Unit: 01 Parttime Temp Type:

Personal Data Job Data Employment Data Benefits Program Participation

Save Previous tab Next tab Refresh

Applicant | Work Location | Job Fields (VT) | Job Information | Payroll | Salary Plan | Compensation

Trusted sites 100%

On the Salary Plan page

- Verify Paygrade
- Enter step if this is a hire into range (and include a comment on the Job Fields (VT) page 'HIR; with the DHR approval date')
- Enter Next Step Date (effective date plus time for step).

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The required time on each step in the Step Pay Plan shall be as follows:

Step 1 (probation) - normally, 6 months

Step 2 (EOP) - one year Step 9 - two years

Step 3 - one year Step 10 - two years

Step 4 - one year Step 11 - two years

Step 5 - one year Step 12 - two years

Step 6 - two years Step 13 - three years

Step 7 - two years Step 14 - three years

Step 8 - two years Step 15 - final step

On the Compensation page

- Verify hourly rate in Comp Rate field at the bottom of the page matches the pay grade and step you've entered on the previous page.

Click the yellow Calculate Compensation button and verify the rate at the top of the page matches the rate at the bottom.

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Home | Add to Favorites | Sign out

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Applicant | Work Location | Job Fields (VT) | Job Information | Payroll | Salary Plan | Compensation

EmplID: NEW Empl Rcd#: 0

Find First 1 of 1 Last

Compensation

Effective Date: 07/11/2007 Effective Sequence: 0 Job Indicator: Primary Job

Action / Reason: Hire

Compensation Rate: 15.660000 *Frequency: H Hourly

Comparative Information

Pay Rates

Default Pay Components

Pay Components

Amounts Changes Conversion Customize Find First 1 of 1 Last

*Rate Code	Seq	Details	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	Details	15.660000	USD	H	

Calculate Compensation

Personal Data | Job Data | Employment Data | Benefits Program Participation

Save Previous tab Next tab Refresh

Applicant | Work Location | Job Fields (VT) | Job Information | Payroll | Salary Plan | Compensation

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DO NOT SAVE YET

Personnel Action Entry Procedures

At the bottom of the page, click the Employment Data link to display the next section.

Change the Service Date **ONLY** to the date of transfer. This date defines when an employee will have annual leave balances available for use. If you do not update this date the employee will have available balances prior to being eligible to receive the leave.

The screenshot shows a web browser window titled "Job Data - Windows Internet Explorer" displaying the PeopleSoft Job Data form. The URL in the address bar is "http://hcm.per.state.vt.us/psp/HRPRD/EMPLOYEE/HRMS/cjADMINISTER_WORKFORCE_GBL.JOB_DATA.GBL". The form includes a left-hand menu with options like "My Favorites", "Recruiting", "Workforce Administration", "Increase Workforce", "Personal Information", "Job Information", "Reports", "Job Data", "Assign Additional Job", "Pay Rate Change", "Action Pending (VT)", "Workforce Reports", "Benefits", "North American Payroll", "Organizational Development", "Enterprise Learning", "Workforce Monitoring", "Set Up HRMS", "Tree Manager", "Reporting Tools", "PeopleTools", "Change My Password", "My Personalizations", and "My System Profile". The main form area contains fields for "Business Title", "Work Phone", "Hire Date" (01/03/1999), "Probation Date" (07/03/1999), "Type of Hire" (NEW), "Termination Date", "Last Date Worked", "Eligible for RIF?", "Rehire Date", "Expected Return Date", "Company Seniority Date" (01/03/1999), "Service Date" (10/01/1989), "Years" (8), "Months" (6), "Days" (9), "Date Last Increase" (10/01/2006), "Last Verification Date", and "Professional Experience Date". At the bottom, there are tabs for "Job Data", "Employment Data", and "Benefits Program Participation". Below the tabs are buttons for "Save", "Return to Search", "Update/Display", "Include History", and "Correct History". The Windows taskbar at the bottom shows the Start button, a clock at 3:38 PM, and several open applications including "Snagit/32", "Inbox - Microsoft Outlook", "Job Data - Windows Internet Explorer", "Windows Explorer", and "Microsoft Office Word".

DO NOT SAVE YET

At the bottom of the page, click the Benefits Program Participation link to display the next section.

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The screenshot shows the PeopleSoft interface for 'Benefits Program Participation'. The left sidebar contains a 'Menu' with options like 'My Favorites', 'Recruiting', 'Hire', and 'Reports'. The main content area has a header with 'Applicant' and 'Benefit Program Participation'. Below this, there are fields for 'EmplID: NEW' and 'Empl Rcd#: 0'. A 'Benefit Record Number' field is set to '0'. The 'Deductions Taken' is 'NoOverride' and 'Deduction Subset ID' is empty. The 'Benefit Status' section shows 'Effective Date: 07/11/2007', 'Effective Sequence: 0', and 'Action / Reason: Hire'. The 'Benefits System' is 'Base Benefits' and 'Benefits Employee Status' is 'Active'. The 'Annual Benefits Base Rate' is set to 'USD'. Below this is a table for 'Benefit Program Participation' with columns for 'Effective Date', 'Benefit Program', and 'Currency Code'. The first row shows '07/11/2007' for the effective date. At the bottom, there are tabs for 'Personal Data', 'Job Data', 'Employment Data', and 'Benefits Program Participation'. Navigation buttons like 'Save', 'Previous tab', 'Next tab', and 'Refresh' are visible.

On the Benefits Program Participation page

- Add a row by clicking the plus (+) sign on the right side of the page under the Benefit Program Participation bar.
- Change effective date to date of transfer (first day of the pay period)
- Enter Benefit Program

VT for positions eligible to receive benefits (Position Type 01, 02, 04, 05, 80, 81, 82, 83, 84, 85, 87, 86)

VTE for those positions not eligible to receive benefits (Position Type 65, 66, 70, 88, 89)

Tab back through all pages in the three links you have worked in to verify the data.

Personnel Action Entry Procedures

SAVE

**** YOU MUST PROCESS A THIRD ACTION TO PLACE EMPLOYEE ON
ORIGINAL PROBATION****

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PLACE EMPLOYEE ON ORIGINAL PROBATION

Employees transferring into classified service for the first time must serve an original probationary period. An action must be processed in HCM for transfers into classified service to be placed on original probation.

Add a third record by clicking the plus (+) sign on the right side of the Work Location page.

Enter Effective Date (1st day of current pay period). Same date as previous records.

Tab to Effective Sequence and enter 2

Tab to Action and choose Probation” from drop down list

Tab to Reason and choose “PRB”

On the Job Fields page

Delete any previous comments

In Prob Type/End Date field, enter the end date of the original probationary period (effective transfer date + duration of probationary period – in most cases, six months).

SAVE

This information is intended to provide general information, and to demystify some of the technical procedures. Again, this is an overview. Individual situation will vary. It is important to read bargaining unit and policy language and/or to contact the Department of Human Resources with questions concerning the specifics of your situation.

Personnel Action Entry Procedures

Unless otherwise notified, deadline for HCM record entry is Tuesday of a pay week at 4:25 p.m.

NO data entry of records by field staff after deadline without prior approval from HRIS.

Friday after payday is first day to enter records for next pay period (Sunday).